

**BIG STONE GAP REDEVELOPMENT &  
HOUSING AUTHORITY  
REGULAR BOARD MEETING  
September 19, 2024  
5:30 P.M.**

**THOSE PRESENT:**

**George Polly, Chairman  
Miranda DeBoard, Commissioner  
Greg Kress, Commissioner  
John Morrissey, Commissioner (By Phone)  
Ron Prewitt, Commissioner  
Suzie Cradic, Executive Director**

**OTHERS PRESENT:**

**Ked Meade, Town Liaison  
Judy Hall, Recorder**

**I. CALL TO ORDER**

Chairman Polly called the meeting to order.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

August 15, 2024 Regular Board Meeting of the Big Stone Gap Redevelopment & Housing Authority.

**Motion by Prewitt, seconded by DeBoard, that the minutes for the Regular Board Meeting of August 15, 2024 be approved as presented.**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nays: None Absent: None Abstain: None**

**III. TOWN EVENTS UPDATE – Ked Meade**

Ked offered an extensive update about businesses opening soon and events that are scheduled over the next couple months. The Board appreciated the update and was very complimentary of the Town's support for events and the work involved in bringing new businesses to Big Stone Gap.

**IV. FINANCIAL REPORT**

There were no questions or comments regarding the Financial Report.

**V. DIRECTOR'S REPORT**

There were no questions or comments regarding the Director's Report.

**Motion by Kress, seconded by Prewitt, that the Financial and Director Reports be approved as presented.**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nays: None Absent: None Abstain: None**

**VI. NEW BUSINESS**

**1. Renewal of Retail Lease**

The Director stated that the Lease Agreement for the Curklin's Restaurant will, as of December 31, 2024, complete the initial 5-year term. The Lease is then renewable for 5-year terms until 30 years is completed when, at that time, the Lessee can be deeded the entire property which includes the upstairs apartments. Extending the Lease for the next 5-year term, as well as the future terms, is the option of the Lessee. The Director will

confirm with Wayne Jordan, owner of Curklin's, that he does desire to extend his Lease for another 5-year term which will begin on January 1, 2025.

## **2. CLOSED SESSION**

- (1) Code of Virginia §2.2-3711(A)(5) for discussion concerning a prospective business or industry or the expansion of an existing business or industry; and**
- (2) Code of Virginia §2.2-3711(A)(1) for discussion of employee salaries.**

**Motion by Prewitt, seconded by DeBoard, that the Board enter a Closed Session for Code of Virginia §2.2-3711(A)(5) for discussion concerning a prospective business or industry or the expansion of an existing business or industry, and Code of Virginia §2.2-3711(A)(1) for discussion of employee salaries.**

**Ayes: DeBoard, Kress, Morrissey, Polly**

**Nays: None Absent: Prewitt Abstain: None**

**Motion by Prewitt, seconded by Kress, that the Board reconvene into open session.**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nays: None Absent: None Abstain: None**

**Ms. Hall read the Certification of Closed Session. A roll call vote resulted as follows:**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nays: None Absent: None Abstain: None**

**Motion by Prewitt, seconded by DeBoard, that the salary of the Executive Director be increased to the average salary of the Executive Directors of the eight(8) Little Ten Authorities (our service region) listed in the March 2023 salary matrix.**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nays: None Absent: None Abstain: None**

## **VII. OLD BUSINESS**

### **1. Discussion of Retail Rent**

The Director stated that the retail rent for Curklin's Restaurant was increased to \$2,250 on January 1, 2024. Curklin's began operating in October 2019; however, rental payment began January 1, 2020. Since the COVID pandemic occurred shortly thereafter, any rental increase, as stipulated in the lease, was postponed until after businesses were opened again and providing the business time to recover from the pandemic. The Commissioners discussed the CPI and a rental increase to be effective in 2025 as well as a discussion between the Board and the Lessee to develop a plan for rental increases during the 5-year term so as to allow him a planning window for future rent payments.

**Motion by Polly, seconded by Prewitt, that the rent for Curklin's Restaurant will increase to \$2,500 per month effective January 1, 2025 and extending through December 31, 2025.**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nays: None Absent: None Abstain: None**

**VIII. COMMISSIONER COMMENTS**

The Commissioners did not offer any comments.

**IX. ADJOURNMENT**

**Motion by Polly, seconded by Prewitt, that the meeting be adjourned.**

**Ayes: DeBoard, Kress, Morrissey, Polly, Prewitt**

**Nayes: None Absent: None Abstain: None**

**Meeting adjourned at 7:30 pm.**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, Big Stone Gap Redevelopment & Housing Authority Board of Commissioners has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 of the Code of Virginia requires a certification by Big Stone Gap Redevelopment & Housing Authority that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Big Stone Gap Redevelopment & Housing Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Big Stone Gap Redevelopment & Housing Authority.

**VOTE**

AYES: DEBOARD, KRESS, Morrissey\*, Polly, Prewitt

NAYS: NONE

(For each nay vote the substance of the departure from the requirements of the Act should be described)

ABSENT DURING VOTE: NONE

ABSENT DURING CLOSED MEETING: NONE

MEETING DATE: 09-19-2024

*\* Attended via phone conference due to  
out of town medical appointment.*

  
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Executive Director